

25 April 1955

COST OF HANDLING AND REPORTING NIS RETURNS TO THE
RECORDS CENTER IN CALENDAR YEAR 1954

A. Facts Bearing on Costs.

1. 45,378 NIS sections were returned in calendar year 1954. It is estimated that 27,000 transactions involving posting to stock record cards and refiling the returned sections were necessary to handle this volume.

2. In calendar year 1954 100 cubic feet of NIS covers were returned. Fifty cubic feet have been filed; the remaining 50 cubic feet have not been sorted. Approximately 30 covers are in a cubic foot. Fifteen hundred covers have therefore been filed; another 1,500 remain to be sorted and filed. [] estimates that the Center has had requests for only about 60 covers. Covers are valued at \$.30.

3. The four quarterly reports each required about 3 man days to compile and 2 man days to type.

B. Summary of Annual Costs.

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| 1. 27,000 transactions requiring 5 minutes at GS-6c salary to post and file section. 2,250 man hours @1.94 per hour. | \$4,365 |
| 2. Handling and filing of 1,500 covers requiring 3 minutes each @GS-6c level. 75 man hours. | 145 |
| 3. Handling and storing 1,500 covers requiring 25 man hours at GS-6c level. | 48 |
| 4. Compilation of 4 reports requiring a total of 96 man hours at GS-6c level. | 185 |
| 5. Typing of 4 reports requiring a total of 64 man hours at GS-4c level (\$1.60 per hr.) | 102 |
| | <u>\$4,845</u> |

C. Recommendations.

1. That consideration be given to discontinuing in its entirety the quarterly report of NIS returns, or at least that portion dealing with returns from CIA components.

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2. That recipients of NIS sections be issued a policy statement:
 - a. Discontinuing the return of excess sections under an established number.
 - b. Discontinuing altogether the return of surplus NIS covers.
3. The the following statement be placed on all future NIS sections:
"Retain ^{or} and destroy. Do not return excess copies of section to CIA distribution point unless your surplus exceeds ____ copies."